Management System: Requirements Management

Subject Area: Document Control

Exhibit 2: Subject Area Description Template

Issue Date: 8/21/14
Revision: 1

The Environmental Management Consolidated Business Center (EMCBC) Management System (MS) Subject Area Template (Microsoft Word) provides the structure for documenting your Subject Area description (SAD).

NOTE: Copy the template into a local folder on your computer.

A. Header Information

The header section identifies the Management System, the Subject Area, the Management System Owner, the Point of Contact, and the Content Development Lead (i.e., Lead Subject Matter Expert for the Subject Area). It also records the creation and modification dates. Details to capture include:

Management System: Enter the Management System Title.

Subject Area Title: The title should be intuitive and easy for users to find in an alphabetical list and should use an action verb (e.g., Managing the Integrated Safety Management Program).

Management System Owner: Enter the Management System Owner in this section.

Point of Contact: Enter the Point of Contact for the Management System in this section.

Issue Date: Leave blank during reengineering. This section will ultimately show the month and year this Subject Area is published online in the EMCBC MS.

B. Content Information

This section describes the Subject Area in terms of its purpose, scope, and the problems that it solves. It lists the associated procedures, which will be used, as well as other information and references.

- Avoid jargon and emphatic type (bold, underlines, italics).

- Use active voice ("The dog attacked the boy" not "The boy was attacked by the dog").
- Spell out initialisms and acronyms when they initially appear in the Subject Area description.

1. Introduction

The introduction should include the scope of the Subject Area, a general statement of applicability, and any relevant background information. The statement of applicability should identify which EMCBC staff will use the Subject Area and under what circumstances, if relevant. The introduction should be brief and informative.

Below is an example of an Introduction for an Engineering Design Subject Area description:

"This Subject Area describes how to create, modify, distribute, and review engineering calculations, drawings, and specifications and establish configuration control for equipment used for scientific purposes and facility construction. It provides for the verification and validation of design adequacy by individuals other than those who performed the work, prior to the approval and implementation of the design. It utilizes a process that fosters the use of sound engineering/scientific principles, risk management, and standards for design work.

Through the implementation of this Subject Area, design interfaces are identified and controlled. Objective engineering involvement helps to prevent and mitigate potential risks to the public and worker safety attributable to suspect/counterfeit items. This Subject Area provides information used by other Subject Areas such as for procurement, product inspection, and acceptance testing."

2. Contents

List the titles of all procedures included in the Subject Area and the major topics associated with each procedure. The Procedure titles should be intuitive and easy for users to find in an alphabetical list and should use an action verb (e.g., Preparing Design Plans).

Procedures	Procedure Content
1. Preparing Design Plans	- Determine if plan is needed. - Complete design plan. - Obtain approval signatures. - Maintain completed plan.
2. Preparing and Revising Calculations and Analyses	- Prepare, review, sign, and date calculations and analyses. - Revise calculations and analyses. - Review ESH&Q project revisions.

	• Sign and date changes to calculations and analyses.

3. Related Information

List additional information sources (document number, title, etc.) that support or provide additional information related to the Subject Area including:

3.1 Requirements: List <u>specific</u> requirements governing this Subject Area.

- Laws, Regulations, and DOE Directives (e.g., Policies, Notices, Orders, and Manuals) which are not owned by your Management System, but include supporting material.

3.2 References:

- Other EMCBC MS documents (e.g., other Management System Descriptions, Program Descriptions, Subject Areas) that reference or support the Subject Area.

3.3 Other Documents:

- Guidance documents (i.e., DOE Guides, DOE Technical Standards, and Consensus Standards) used for reference.
- Links to other Web sites that support your Management System or which provide additional information.
- Other documents referenced in the Subject Area description.

4. Definitions - (Check the Definitions page first before adding new terms.)

Define all relevant terms used in this **Subject Area description**. List terms in alphabetical order.

Term	Definition
Project Management	The process of meeting established goals in terms of technical scope, schedule, and budget by managing risks, uncertainties, expectations, constraints, and resources.

5. On the final page, add "EMCBC Record of Revision"

EMCBC RECORD OF REVISION

DOCUMENT TITLE: **XXXXXXXXXXXXXXXXX**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

l   Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

l   Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
X	Example: Initial Document		XX/XX/XX

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<u>EMCBC RECORD OF REVISION</u>

<u>DOCUMENT TITLE:</u> **Subject Area Description Template**

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Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document		7/26/12
1	Add comment to 4.0	3	8/21/14
	Update Record of Review Statement	4	

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